

Trustee's Report: June 2023

Charity Number: 1066952

Little Oaks Preschool
The Bungalow
Manor Road
Brackley
NN13 6EE

Trustee's Report Completed by: Megan Penn (chair of the management committee)

Background

Little Oaks is a small preschool located in Brackley, Northamptonshire. It is run by a voluntary management committee along with two committed managers. Little Oaks is well established in the community and committed to providing the best pre school education for everyone in the community. Little Oaks offers childcare from age 2 to school age.

Trustees

Currently, Little Oaks is managed by a voluntary management committee. Members of the committee make up the trustees of the charity. Members are elected each year at the AGM meeting. Committee meetings are held on a half termly basis to discuss any matters arising and to make decisions for the setting. Trustees and staff are in regular communication and decisions are taken as a whole committee to benefit the setting. Our management committee continue to review all policies to make sure we are following the correct guidelines in all areas. We place great importance on training and trustees and staff alike have carried out safeguarding training and staff continue to grow their knowledge.

Currently, there are trustees named as follows:

Megan Penn	Chairperson
Rebecca Rees	Treasurer
Joanne Boyland	Secretary
Alice Hart	Committee Member
Kathleen Bell	Committee Member

Two setting managers are also part of the committee:

Naomi Brown	Setting Manager
Sarah Wensley	Setting Business Manager

Achievements and Performance

Little Oaks aims to provide a high quality education for all the children enrolled at the setting. Little Oaks has a strong reputation locally and provides early childhood education for 100 local children between the ages of 2 and school age.

This year, numbers on roll have remained high and parents continue to be very satisfied with the standard of care and education provided for their child. Parental surveys consistently return positive responses.

In response to parental need, Little Oaks are expanding their opening hours from September 2023 to include wrap around care from 8-5.30pm. This will respond to a growing local need for high quality child care providers providing wrap around care for working parents. So far, uptake has been very positive and the trustees are confident that this will be a positive move for the setting and for the parents and children Little Oaks serve.

We are continually monitoring staff wages and all staff received a pay rise in line with the National Minimum Wage increase in April 2023.

Objectives for the year ahead

The main objective for the year ahead is to ensure the new wrap around care hours are working smoothly. We aim to ensure this is profitable for the setting. So far, with the high interest already expressed, this should be the case.

Little Oaks aim to recruit a number of new committee members in the new academic year to bolster numbers and ensure continuity as committee members who are parents of current pupils move on to primary school. We will aim to recruit new members at new parent events and from the current parent body.

Numbers look to remain strong next academic year with some places left for children who may want increased hours or if any children join throughout the academic year.

Fundraising

The fundraising team continue to be a huge support to Little Oaks, organising fantastic events which not only generate much needed funds but are an important social aspect of our Pre School and the wider community.

Statement of Income & Expenditure - ROLLING 12 MONTHS

Little Oaks Pre-school
For the month ended 31 August 2022

	SEP 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022	CUMULATIVE FOR THIS SCHOOL YEAR	2021
Income														
NCC Funding	11,354	11,143	11,058	10,832	15,412	15,463	16,106	12,612	13,612	13,449	13,388	13,413	157,843	147,546
Session Fees - Preschool & Playgroup	2,171	3,949	6,621	2,650	4,558	3,795	5,398	1,307	696	2,756	1,776	2,509	38,184	35,885
Breakfast Club Fees	212	200	348	116	308	224	288	144	376	428	268	-	2,912	2,300
Lunch Club Fees	1,180	872	1,386	546	1,771	1,159	1,526	833	1,761	1,855	1,208	-	14,095	13,367
Admission Fees	435	125	125	-	200	50	125	125	(20)	25	50	-	1,240	1,500
Late payment fees	3	-	-	-	-	-	-	-	-	-	-	-	3	24
Healthy Snack Contributions	430	420	-	540	-	540	-	660	10	680	-	-	3,280	3,680
Healthy snack contributions not paid	-	(10)	-	-	(10)	-	-	(10)	(10)	(70)	(15)	(97)	(222)	(492)
Fundraising Income	837	12	662	1,551	-	228	996	47	518	494	1,527	7	6,879	3,345
Gift aid recovered	-	-	-	-	-	-	861	-	-	-	-	-	861	599
Donations	(413)	-	-	-	-	-	29	-	-	-	-	413	29	1,249
Grant income	-	-	-	-	-	-	222	-	-	-	-	-	222	-
Interest Income	2	2	2	2	2	2	2	3	4	6	7	11	42	31
Total Income	16,210	16,711	20,201	16,237	22,241	21,460	25,553	15,721	16,947	19,623	18,207	16,256	225,367	209,033
Direct Expenses														
DBS Fees	112	123	39	58	71	26	-	-	-	13	-	-	442	756
ESPO Spend	397	158	339	87	219	132	371	27	212	276	132	-	2,350	2,167
Equipment & Toys	16	16	32	20	44	40	40	117	40	17	66	-	449	674
Purchases from Fundraising	442	168	743	175	60	101	360	168	286	171	150	-	2,824	5,798
Healthy Snacks	102	64	145	70	131	88	145	64	169	161	101	-	1,241	1,163
Total Direct Expenses	1,069	529	1,299	411	525	388	917	376	707	637	449	-	7,305	10,559
Net after Direct Expenses	15,141	16,182	18,903	15,826	21,716	21,072	24,636	15,346	16,240	18,986	17,758	16,256	218,062	198,475
Other running costs														
Salaries	12,162	12,543	12,994	12,530	13,754	14,167	14,044	14,623	15,348	15,159	15,524	12,514	165,363	157,781
Employee & Employer Tax Costs	952	1,027	1,593	1,725	1,577	1,615	1,515	1,647	1,195	1,308	1,246	715	16,116	11,926
Audit & Accountancy fees	111	303	111	21	111	111	111	111	117	117	117	136	1,473	1,520
Bank Fees	30	53	54	41	56	49	67	38	54	42	43	7	533	473
Cleaning	17	-	-	-	-	-	-	17	35	-	-	-	69	61
Entertainment - 0%	34	-	19	134	-	-	-	-	-	-	-	-	187	193
Entertainment-100% business	-	-	-	-	-	-	-	-	-	-	420	-	420	270
General Expenses	154	-	-	-	-	-	-	-	-	-	-	(48)	106	329
Groceries / Kitchen	145	91	177	61	122	75	165	46	87	116	69	7	1,160	941
Insurance	-	-	-	-	-	-	1,108	-	-	-	-	-	1,108	1,087
IT Software and Consumables	40	-	-	180	286	20	-	-	78	-	-	-	604	325
Light, Power, Heating	83	65	186	111	301	157	257	120	314	148	129	52	1,924	1,802
Pensions Costs	532	517	524	532	517	520	504	519	589	622	618	564	6,557	5,686
Postage, Freight & Courier	-	-	-	-	-	-	-	-	11	-	4	-	15	7
Printing & Stationery	-	305	-	60	86	-	-	60	145	-	13	170	840	691

	SEP 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	JUL 2022	AUG 2022	CUMULATIVE FOR THIS SCHOOL YEAR	2021
Professional Fees	-	-	439	-	50	35	-	-	-	414	-	-	938	445
Rates	51	51	51	51	51	51	1,971	66	66	66	66	66	2,607	994
Repairs & Maintenance	16	81	179	1,055	180	102	20	-	13	128	50	488	2,311	6,861
Rounding	-	(3)	-	-	-	-	-	-	-	-	-	-	(3)	-
SEN Spend	-	-	-	-	28	-	52	-	-	-	52	-	132	-
Staff Training	12	-	155	100	-	-	-	-	-	-	-	-	267	576
Staff uniform	16	20	233	-	445	-	-	-	-	-	-	-	713	87
Subscriptions	-	-	138	108	-	-	-	-	-	-	-	-	246	311
Telephone & Internet	41	41	41	47	41	41	41	41	41	41	42	41	496	500
Travel - National	30	7	-	-	-	-	-	-	-	-	-	-	37	6
Activities	-	-	-	-	-	(4)	88	(61)	-	-	-	-	23	-
Total Other running costs	14,424	15,101	16,891	16,756	17,605	16,938	19,941	17,228	18,093	18,161	18,392	14,712	204,243	192,873
Net Surplus/Deficit	716	1,081	2,011	(930)	4,111	4,134	4,695	(1,882)	(1,852)	825	(634)	1,544	13,819	5,602



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Little Oaks Pre-School

**On accounts for the year
ended**

31st August 2022

**Charity no
(if any)**

1066952

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2022.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

2 December 2022

Name:

Anita Brook

**Relevant professional
qualification(s) or body
(if any):**

FCCA

Address:

1 Market Place

Brackley

NN13 7AB

RECEIPTS AND PAYMENTS FOR THE YEAR TO 31ST AUGUST 2022

RECEIPTS	£
Playgroup & Pre-School Fees	38,184.45
NCC Funding	157,842.51
Breakfast Club	2,912.00
Lunch Club	14,094.50
Admission Fees	1,240.00
Fundraising	6,878.52
Bank Interest	42.14
Healthy Snacks	3,280.00
Healthy Snack contributions not paid	- 221.50
Gift Aid	860.52
Grant Income	221.60
Late Payment fees	3.00
Donations	29.10
TOTAL	225,366.84

PAYMENTS	£
Salaries	165,363.19
HMRC	16,115.59
Pension costs	6,556.83
Travel Expenses	37.35
Equipment & Toys	448.60
General expenses	106.11
Purchases Using Fundraising Money	2,823.68
Groceries/Kitchen	1,159.76
Healthy Snacks	1,241.00
Espo	2,349.65
Stationery and Postage	855.35
DBS Fees	442.10
Cleaning	69.04
Grounds and Maintenance	2,310.87
Advertising	-
Entertainment/Gifts	606.50
Uniform	713.45
Professional Fees	2,410.90
Activities	23.00
IT Support	604.48
Bank Charges	533.49
Telephone	496.41
Utilities	1,923.57
Insurance	1,107.53
Staff Training	267.00
Rent & Rates	2,607.00
SEN Spend	132.04
Subscriptions	246.43
Rounding	- 3.20
TOTAL	211,547.72

Surplus of Receipts over Payments 13,819.12

Balances @ 01/09/21

Lloyds Business Account	14,623.28
Lloyds Business Bank Instant Online Account	45,053.25
Lloyds Business Bank Instant Account (Fundraising)	50,490.37
Petty Cash Account	36.77
Healthy Snacks Account	848.42
Fund Raising Account	5,856.81
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	116,908.90

116,908.90

Balances @ 31/08/22

Lloyds Business Account *258	18,690.36
Lloyds Business Bank Instant Online *0160	49,758.05
Lloyds Deposit account	50,525.11
Petty Cash Account	227.49
Healthy Snacks Account	526.44
Fund Raising Account	10,802.57
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	130,530.02

130,530.02

Capital and Reserves

Crisis Reserves	49,383.20
Current Year Earnings	5,602.00
Retained Surpluses (Prior Year)	61,725.70
AP (Cash Accounting Adjustment)	198.00
Total Capital and Reserves	116,908.90

49,383.20
13,819.12
67,327.70

130,530.02

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.